

**Exhibit A**  
**CWES SFY 2012 Contract**

**Agency Emergency Juvenile Shelter Care  
Admission and Discharge Protocol**

**Assumptions and operating principles:**

1. This protocol applies to Agency and Juvenile Court Services (JCS) placements. It does not apply to placements made by Law Enforcement.
2. Shelter care is one of several placement options in times of need and when other options are used appropriately (detention, family Foster Care, or hospitalization); there should be no or little need for an admission denial.
3. Emergency Juvenile Shelter Care facilities will be serving difficult cases.
4. Referring entities provide required case information at the time of the placement.
5. Admission denials may be based on age or gender under the appropriate circumstances or when a referral for admission would cause the Contractor to exceed its contracted capacity. If situations are identified that jeopardize the safety of Children in placement – possibly resulting from medical or psychological conditions, physical threats, or a Child’s behavioral history – these situations shall be described by the Contractor. See the review process below. Each case shall be viewed individually based on current information presented at the time of admission.
6. Unplanned discharges will be predicated on safety considerations for the Children in shelter placement.
7. The Emergency Juvenile Shelter Care Admission and Discharge Protocol applies equally to all beds included in the CWES Contract. The Discharge Protocol applies equally to beds included in the CWES contract and other beds used for SAM approved placements.
8. Changes in the level of placement, e.g., police removal of a Child or hospitalization due to illness or injury shall not be considered an unplanned discharge.
9. This protocol will be used statewide and applied uniformly to all contracted emergency juvenile shelters.
10. Contracted shelter beds will be available on a first come, first served basis and placements will occur in a timely manner. Shelter beds will be considered taken when a Child is in transit to the shelter.
11. Admission denial and unplanned discharge reviews and decisions will be concluded at the lowest level possible. See the review process below.
12. The protocol and how it has been used will be reviewed at the time of Contract renewals.

## **Exhibit A continued**

### **Agency Emergency Juvenile Shelter Care Admission and Discharge Protocol**

#### **Allowable admission denial:**

1. When the referral is outside of the age or gender that the Contractor is contracted to serve.
2. When the referral would cause the Contractor to exceed its contracted capacity.
3. When emergency juvenile shelter facilities identify situations that jeopardize the safety of Children in placement facilities may initiate the review process for a requested admission denial.

#### **Allowable unplanned discharge:**

1. When shelter facilities identify situations that jeopardize the safety of Children in placement, facilities may initiate the review process for a requested unplanned discharge.

#### **Review process for admission denial and unplanned discharge:**

1. An emergency juvenile shelter facility shall the referring entity to request the denial of admission or unplanned discharge of a Child. For the Agency notify the initial referring worker or the worker on duty. For Juvenile Court Services notify the Juvenile Court Officer (JCO).
2. Agency workers will notify their supervisor of this request. For JCS cases, the supervisor of the JCO will be notified.
3. The emergency juvenile shelter facility shall initially provide a verbal description of the situation, to be followed with a written description to the Agency or JCS by the end of the following business day. The description shall provide evidence of why the situation jeopardizes the safety of Children in placement and why the shelter cannot admit or continue to serve a Child.
4. Resolution may occur between the shelter and the referring worker.
5. If a request is unresolved, the Agency Social Work Administrator or designee will review it and make the final decision on behalf of Agency cases. These reviews will be done by the Chief Juvenile Court Officer (CJCO) or designee on behalf of JCS cases.
6. The decision on the request for an unplanned discharge will be made within 24 hours of receipt of a shelter Contractor's request. Decisions regarding admissions will be made immediately.

When an unplanned discharge request is approved, the decision will define the timeframe for removal of the Child.